

PLANNER II

PURPOSE: Support the successful preparation, operation, and/or conclusion of special projects or on-going programs in such fields as community and business development, housing, zoning and land use, preservation, and environmental planning.

FUNCTIONAL AREAS:

1. Assist with the research, preparation, and communication of reports on projects or programs as assigned.
 - * A. Conduct research and studies; assemble and correlate information regarding community needs and issues, including fair housing impediments and housing regulatory barriers.
 - * B. Develop financial resources in support of projects and programs assigned.
 - * C. Prepare and/or present reports, proposals, requests, contracts, and recommendations.
 - * D. Conduct public meetings, and arrange or provide staff services for public boards, commissions, and committees.
 - * E. Monitor project and/or program performance for compliance with contract provisions, regulations, and goals.
 - * F. Assemble and analyze project data to report program performance to State and Federal funding agencies, including information on meeting federal standards including Women/Minority Owned Businesses, Section 504, Labor Standards and compliance with National Environmental Policy Act (NEPA).
2. Provide information upon request as appropriate to public agencies, boards, commissions, and committees; to members of the public and public media.
 - A. Plan and coordinate public events such as fairs, celebrations, seminars, and workshops.
 - B. Provide support to legislative initiatives to satisfy City development and housing goals.
 - * C. Attend meetings and/or present in public on behalf of the City and Department.
 - * D. Respond to requests for information on programs and projects assigned.
 - * E. Establish and maintain positive relationships with diverse individuals and groups.

JOB REQUIREMENTS

Education and Experience Requirements:

- † A. Four-year bachelor degree in Business Administration, Planning, Urban Development, Social Science or other research-based field; plus three years full-time equivalent verifiable experience in the functional areas identified as essential above. A Master's Degree in a related field may be substituted for two years of experience.

Knowledge Requirements:

- A. Knowledge of Federal and State housing and community development legislation and programs.
- B. Knowledge of procedures used in community planning.
- C. Knowledge of land use and zoning principles and procedures.
- † D. Basic knowledge of statistics and analysis to conduct research and data analysis.
- † E. Basic knowledge of legal contract principles.
- † F. Basic knowledge of budgeting principles and practices.
- † G. Basic knowledge of finance and accounting principles.
- † H. Basic knowledge of public administration principles and practices.
- I. Knowledge of GIS (Geographic Information System) functions

Skill Requirements:

- † A. Skill in effective communication with groups and on a one-to-one basis.
- † B. Skill in conducting public presentations.
- † C. Skill in negotiating development agreements.
- † D. Skill in public and media relations.
- † F. Skill in graphics/design work.

Ability Requirements:

- † A. Ability to analyze and solve problems.
- † B. Ability to design and prepare graphic presentations.
- † C. Ability to read and understand technical and legal documents.
- † D. Ability to transport oneself to, from, and around sites of projects and programs, and sites of public meetings.
- † E. Ability to transport (usually by lifting and carrying) materials and equipment weighing up to 25 pounds per load for presentation at public meetings.
- † F. Ability to use a micro-computer and associated applications software including word processing, desktop publishing, presentation, database, and spreadsheet.
- † G. Ability to attend work on a regular basis.

* Essential functions of the classification.

† Job requirements necessary on the first day of employment.

Analyst: JA	Class #: 3302	Union: Basic	Pay: 133
CSB: 20070206	CC: 20070226	Res #: 07-0145R	WC Code: 8742
EEO Funct: Community Development		EEO Cat: Professional	